



Title: Human Resource Director

Reports to: VP of Administration and Finance

Pay Range: \$50,000 - \$58,000

Location: Administration Office (Remote working and Telecommuting)

Hours: The regular hours for this full-time exempt position are 9:00 am – 5:00 pm. Monday – Friday. Holiday, weekend, and evening hours will be required as project deadlines dictate. Must be able to travel to off-site Clubs, meetings and events.

POSITION DESCRIPTION:

The **Human Resources Director** supports the Boys & Girls Clubs of Dane County’s work to attract, retain, and develop employees. This role ensures the timely and equitable compensation of employees, proposes and administers effective human resource policies, and manages employee benefits.

Our programs and services are designed to foster effective and efficient use of the Club’s human resources, to promote and support an environment where dignity, ethical conduct and diversity are valued, all employees are respected, their contributions recognized, and their career development is encouraged.

RESPONSIBILITY INCLUDES:

- Establish and implement policies and procedures for the effective management of BGCDC’s human resources, ensuring compliance with federal, state, and local regulations, as well as Boys and Girls Club mission and values, by collecting, maintaining, and disseminating information to internal and external sources.
- Lead the management of human resource policies, employee relations, staff development, compensation and benefits, and onboarding and recruitment practices.
- Prepare and provide data and management reports, including grant reports and other necessary reports for federal, state, and local agencies.
- Manage the employee onboarding process by defining, developing, and implementing our onboarding process and orientation to all new employees, ensuring managers and supervisors are trained to follow our orientation program.
- Support the volunteer onboarding process, and obtain necessary information including background screens for potential volunteers.
- Plan for and provide the highest quality support to staff and facilitate BGCDC’s efforts to be an employer of choice, attain excellence, enhance public service, and support economic development, while maintaining a productive work force with sensitivity to multicultural issues.
- Manage the exit interview process and human resource tasks related to an employee’s departure.
- Implement a plan for Continuous Quality Improvement in all Human Resource processes, and promote Diversity, Equity, and Inclusion in all Human Resource functions.

Strategic Planning

- Contribute to operational strategic planning, provide perspective on staffing and employee development needs to support strategic directions. Provide an array of training and development programs to assure the empowerment and full utilization of all employees of the Boys & Girls Clubs of Dane County.
- Identify and evaluate opportunities to improve human resources policies, procedures, and programs to ensure they meet Club needs and motivate effective performance of staff. Provide

personal assistance to employees who experience difficulties with any program, policy, or procedure administered by the Human Resources Department through individual meetings, communication, and human interaction.

- Develop recommendations for implementation and modification of human resources management policies, procedures and programs to the Executive Director and Board.

Resource Management

- Control expenditures against the annual budget, particularly in the areas of recruitment, compensation, benefits, and staff development. Encourage proactive strategies for responding to employee relations issues to minimize potential expenses.
- Define, develop, and provide benefit information to all eligible employees through group and individual informational sessions, written materials, workshops, and other programs and events.
- Manage administrative and operational systems for maintaining all employment and personnel records, ensuring compliance with legal requirements.
- Ensure a healthy and safe environment that complies with licensing, OSHA, and all other regulatory requirements.
- Enhance job performance, improve the quality of work life, and optimize organizational effectiveness by providing workshops, seminars, short courses, and other learning activities to staff.
- Supervise the Boys & Girls Club of Dane County payroll policies and bi-weekly payroll for all employees. Ensure the timely and accurate payment of all employees.
- Attract and retain first-rate staff by planning and implementing recruitment procedures; recruiting, attracting, and identifying potential employees for all program areas, with an awareness of the value of cultural diversity and unique value.
- Support staff career development and identify opportunities for training and skill building within budget limits. Provide an environment to enable staff to complement their learning with work and life experience through participation and interaction with the Senior Management Team, Executive Leadership Team, and Board of Directors.

Partnership Development

- Develop collaborative partnerships with other Clubs, consultants, and vendors, as well as other non-profits, to maintain professional credibility within the community
- Represent the Boys & Girls Clubs of Dane County interests with other state agencies such as Workers' Compensation, Benefit Providers, DWD etc.

ADDITIONAL RESPONSIBILITIES:

- Supervise Payroll processing for the Boys & Girls Club of Dane County
- Handles other duties as deemed necessary or important as assigned

QUALIFICATIONS:

Education:

Bachelor's degree from an accredited College or University required

Experience:

A minimum of 4+ years of progressively responsible experience in human resources management, with knowledge of regulatory requirements affecting human resource management. Experience in a non-profit setting is strongly preferred.

REQUIRED KNOWLEDGE AND CRITICAL SKILLS:

- Computer literacy, including database management
- Current knowledge of best practices in human resources management
- Strong administrative and organizational skills
- Excellent interpersonal and conflict resolution skills
- Scrupulous attention to detail and confidentiality

Boys & Girls Clubs of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their resume, cover letter, and three personal references via email to lrowell@bgcdc.org or by US Mail, closing date December 11, 2020:

Human Resources

C/o Human Resource Director

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